

**MINEHEAD TOWN COUNCIL**

**AMENITIES TEAM TOILET OPERATIVE**

**SALARY: LC1 7-12 £22,369 - £24,496 pro rata**

**TERMS & CONDITIONS NJC for Local Government Services**

**HOURS 16 hrs per week, at weekends**

**RESPONSIBLE TO Operations Manager**

**MAIN PLACE OF WORK Minehead Town Council Depot, Minehead**

**JOB PURPOSE:-**

The Town Council is looking to recruit a public convenience cleaner/general operative to provide weekend cleaning cover for toilets located at Summerland Road Car Park, Quay West, Blenheim Gardens, Warren Road, and Irnham Road Recreation Ground.

We are looking for a person to work alongside existing staff to keep the toilets to a high standard of cleanliness.

**JOB RESPONSIBILITIES:-**

1. Ensure toilets are kept clean, tidy and in a hygienic condition. Duties will include ensuring that all toilet cubicles (toilet seats, pans, urinals and basins) are clean and fit for use. This includes making sure that walls, mirrors, floors and shelves are clean and clear of litter, toilet rolls in place, unblocking toilets, removing graffiti etc.
2. Ensuring that public conveniences are regularly inspected to maintain a high standard of cleanliness and that they are maintained with an adequate supply of soap, toilet rolls and sanitisers.
3. To use any cleaning materials and protective clothing and equipment whenever the nature of the work requires them and, in the manner, and for the purpose for which they were manufactured.
4. Dealing with and reporting faults to the Operations Manager where required.
5. Manage stock of cleaning materials and report to the Operations Manager when stock needs replenishing.
6. Locking and unlocking toilets.
7. Follow all health and safety regulations
8. Provide weekend cover across all aspects of the amenities service area when required
9. Assist with the setting up/setting down and providing main point of contact for seasonal band concerts in Blenheim Gardens
10. To carry out such other duties and responsibilities as may be required commensurate with the duties and responsibilities of the post.

**PERSON SPECIFICATION:-**

* Friendly, approachable, professional at all times while representing the town council.
* Punctual and reliable.
* Ability to manage time effectively to complete tasks to a high level.
* Ability to prioritise work.
* Able to work with minimum supervision.
* Ability to work both alone and within a team to achieve specified standards.
* Able to communicate clearly, understand and follow instructions.
* Experience of undertaking general cleaning duties preferred but not essential.